



STATE OF NEW HAMPSHIRE
**American Recovery
and Reinvestment Act**



APPLICATION PACKAGE CHECKLIST FOR MUNICIPAL ENTITIES

- _____ 1. Application for the ARRA DWSRF (**Form 1**)
- _____ 2. Brief description of the water system needs and scope of proposed project. This information can be provided from existing engineering reports, sanitary surveys, or water operators.
- _____ 3. Estimated cash flow on monthly basis
- _____ 4. Source of repayment of the loan
- _____ 5. Resolution adopted by the municipality authorizing the filing of the DWSRF application and indicating person(s) authorized to sign loan documents on behalf of the applicant (**Form 2**).
- _____ 6. Certified approval from governmental authority to raise, appropriate, and spend the requested funds for the proposed project. Include a copy of the warrant article appropriating the funds for the project and minutes and vote certified by Clerk (**Form 3**).
- _____ 7. Statement signed by the Authorized Representative certifying that the applicant has the financial capability to support both the project loan repayment and continuing operation and maintenance.
- _____ 8. Statement signed by the Authorized representative certifying that the public entity receiving the loan will conduct and report on a financial audit (including compliance and controls) in any fiscal year it receives federal funds in excess of \$500,000.
- _____ 9. Statement signed by the Authorized Representative stating whether or not the applicant has any debt outside the NH Municipal Bond Bank and is the debt rated (if so, what is the rating).
- _____ 10. Copy of applicant's financial annual report.
- _____ 11. Completed Environmental Review Template (**Form 4**)
- _____ 12. Self Assessment Form (**Form 5**)
- _____ 13. Name of Applicant's bank or financial institution to which payments will be electronically transferred.
- _____ 14. Topographic map indicating the project location, including the maximum extent of disturbance (Suggest 8 1/2 X 11 USGS Map).